

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution **Harrison College—Indianapolis Northwest**

Name of Program **Business Management**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **AAS**

Name of Person Preparing this Form **Jeffrey Biltz**

Telephone Number **317-447-6063** **Application Type**

Date the Form was Prepared **7/1/2015** **Initial** or Renewal

(Revise date after any revision) **Revised: 7/10/2015**

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This program seeks to provide students with an extensive business background, focusing on principles of management. The program includes specialized courses in the use of electronic software designed to enhance the effectiveness of one's ability to plan, implement, monitor and evaluate the status of a project. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

Upon graduation, a student will:

1. Plan, organize, lead and control in the globally-connected workplace.
2. Create and manage documents, spreadsheets and presentations for effective and efficient business leadership.
3. Recognize and interpret financial information and trends for strategic planning.
4. Cultivate relationships between external and internal customers.
5. Adhere to a professional code of conduct and ethics as it applies to the business environment.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Business Management

Total Course Hours: 90 Check one: Quarter Hours X  
 Semester Hours \_\_\_\_\_  
 Clock Hours \_\_\_\_\_

Tuition : \$36,000 Length of Program: 24 Months

<b><u>SPECIALTY COURSES:</u></b>		
<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>ACC1010</b>	Accounting I	4
<b>BUS1000</b>	Principles of Business	4
<b>BUS1050</b>	Business Math	4
<b>FIN2000</b>	Introduction to Finance	4
<b>HR2100</b>	Human Resource Law	4
<b>INT2990 or BUS2990</b>	Internship or Lower Division Capstone	4
<b>BUS2000</b>	Business Communication	4
<b>MGT2000</b>	Management	4
<b>MGT2200</b>	Leadership	4
<b>BUS2500</b>	Global Business and Culture	4
<b>MGT2600</b>	Project Management I	4
<b>MGT2650</b>	Project Management II	4
<b>MKG1200</b>	Marketing	4
	Professional Elective I	4
	Professional Elective II	4
<b>CPU1000</b>	Computers and Office Automation	4

<b>CD1000</b>	Career Development	0
<b>GS1000</b>	Success Strategies	6
<b><u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u></b>		
<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition I	4
<b>ECN2000</b>	Macroeconomics	4
<b>MAT1500</b>	Introductory Algebra	4
<b>SPC1010</b>	Presentation Skills	4
<b>PSY2000</b>	Critical Thinking and Problem Solving	4

Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

Number of Credit/Clock Hrs. in General Courses: 20 / 90 Percentage: 22%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:            /            Percentage:

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

**Indianapolis Northwest Location:**

Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: [www.harrison.edu/library](http://www.harrison.edu/library). This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

**2. Number of volumes of professional material:**

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

**3. Number of professional periodicals subscribed to:**

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

**4. Other library facilities in close geographical proximity for student access:**

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

**IV. FACULTY: Indianapolis Northwest****Attach completed Instructor's Qualification Record for each instructor.****\*\* Include all required documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program:****4****Full-time:****4****Part-time:****0****Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Stephen Walker	M.S.	17	1	10	X	
Nicol Bradberry	M.S.	10	7	0	X	
Richard Byrd	M.P.A.	22	10	0	X	
Ed Wesselman	M.B.A.	25	9	9	X	

## **Supplementary Information on Licensure, Certification, and Accreditation**

Institution: **Harrison College**

Degree Program: **Business Management, AAS**

Locations: **Indianapolis Northwest**

### **State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

**Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

### **Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

**Graduates of this program do not need national professional certification in order to obtain employment in the field.**

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

### **Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?



Each business course taught within the program focuses on a different concentration or group of industry standards and/or best practices. Certifications and licensure is not required for entry level business positions. Harrison College continually reaches out to business and community representatives to help guide the ongoing review of the program.

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The following are examples of key summary level Business program concepts that incorporate professional industry standards and/or best practices:

- Global business awareness
- Stakeholder satisfaction
- Critical thinking and research skills
- Environmental considerations and factors
- Accounting
- Marketing and sales
- Quantitative methods
- Principles of economics
- Human resources and law
- Finance
- Strategic management
- Quality assurance
- Project management standards
- Business ethics

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Standards and best practices emanate from the Project Management Institute (PMI), Society for Human Resource Management (SHRM), Small Business Administration (SBA), Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).

+++++

#### **Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

**No, there is no specialized accreditation for this program.**

If so, please identify the specialized accrediting agency:

+++++

**Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

**Yes.**

If so, please list the baccalaureate degree(s): **Bachelor of Science, Business Management.**

+++++

**Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

**Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.**